



Educational Visits Policy

Adopted by the GB at the meeting of the Curriculum, Community & Pupil Committee

Date of meeting: 24th April 2018

Minute number: 1

Signed by : Carol Holman-Smith (Chair of committee)

Signature:

Reviewed by	ML	Review Cycle	1	Legally Required		Website	
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The school has formally adopted, through its Governing Body, the Buckinghamshire 'Guidance for Educational Visits and Related Activities with Evolve'. Further school procedures have been agreed with the Governing Body to ensure that this policy is adhered to.

Aims and purposes of Educational Visits

The school has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises (Learning Outside the Classroom – LOtC).

Each year the school will arrange a number of activities that take place off the school site and/or out of school hours, which support the aims of the school in particular:

- Understanding the world in which pupils live
- Providing 'hands on' opportunities to challenge and engage
- Developing self-esteem, independence and a sense of personal responsibility

The range of activities are outlined in the school prospectus along with the criteria by which children / pupils are able to access them and the methods by which parents will be notified and asked for their consent.

The Governing Body has given its approval to the following types of activities being arranged in support of the educational aims and ethos of the school:

- Activities using the school grounds and immediate locality
- Out of hours Clubs (science, sport, homework, ICT, French etc) - open access
- School teams – by invitation
- Regular nearby visits – all classes, open access
- Day visits for particular year groups – open access
- Residential visits – Key Stage 2, open access
- Adventure Activities, which might be classed as higher risk – Key Stage 2, open access

Authorisation / Approval Procedure and Consent

The Head Teacher is the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment.

The Visit Leader will liaise with the EVC on the visit proposal and the development of the plan - which identifies the significant issues and will include consideration of the costs and cover arrangements. There will be initial agreement for a visit before it is advertised to parents.

When the EVC is satisfied that the arrangements are sound, including the overall competency of the staffing, the visit will pass to the Headteacher and Governing Body (electronically where using Evolve) for authorisation.

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The Governing Body has delegated the consideration and authorisation of educational visits and other offsite activities to the Curriculum, Community and Pupil Committee and has nominated the Chair of Governors as signatory by use of a PIN number on 'Evolve', on behalf of the Governing Body.

The LA, as the employer, will 'approve' adventurous, residential and overseas visits. However, 'approval' by the LA is confirmation - based on the evidence on Evolve - that the decision made by the Headteacher (and Governors) in 'authorising' the visit, is sound. The Governors are ultimately responsible, but seeking prior LA approval may confer some protection on Governors in the event of a legal challenge for breach of their duty of care in connection with an Educational Visit.

Where external contractors are involved in organising all or part of the visit, the contract will be made with the school on behalf of the pupils. All payments for the visit will be made through the school's accounts or an agreement made with the contractor that if the contractor administers the payment process, the contract remains between the school and the contractor.

For out of hours clubs, school teams and nearby visits, parents will be asked to sign a general letter of consent for participation in these activities when their son/daughter enters the school. Parents will be given the timetable for the activities that pupils are involved in and will be informed by letter/phone call if an activity has to be cancelled.

For any visit lasting a day or more parents will be asked to sign a letter, which consents to their son/daughter taking part. The school has a standard model letter, which should be used for this purpose.

As part of the parents' consent they will be fully informed of the activities and arrangements for the visit. For all residential visits, parents will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit.

The school has separate policies for 'Charging and Remissions' and 'Equality Policy' which applies to all educational visits.

Staffing

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Teachers and other staff are encouraged and supported to develop their abilities in organising and managing pupils' learning in a variety of environments through induction, apprenticeship and training. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit.

Where it is appropriate, the school will ensure that DBS screening is available for volunteer adults assisting with educational activities and visits.

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The school does not support additional people accompanying educational visits who are not pupils at the school or part of the agreed staff complement. This may include family members accompanying visits unless an educational benefit for the pupils can be shown.

The appointed Visit Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

The EVC will be fully supported to enable fulfilment of the role through allowance of time and access to training.

The expectations of Pupils and Parents

The school has a clear code of conduct for school visits based on the schools' 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents, and include the potential of withdrawal of a pupil prior to and during the visit if such conduct would have led to a fixed term exclusion from school. The implications that this would have for parents in terms of associated costs and collecting children will form part of the signed agreements from parents.

Emergency Procedures

The school will appoint a member of the SLT as the emergency school contact for each visit. All major incidents should immediately be related to this person, especially those involving injury or that might attract media attention.

The Visit Leader will leave full details of all pupils and accompanying adults on the visit with the emergency school contact, including the home contact details of parents/guardians and next-of-kin, as appropriate. (The itinerary of the visit is also a document on Evolve and the details of pupils and accompanying adults are attached.)

The group Leader will take with them a copy of the Buckinghamshire Serious Incident Procedure.

All incidents and accidents occurring on a visit will be reported back through the school systems.

All incidents and accidents, occurring on a visit, will be reported to the emergency school contact so that appropriate procedures can be put in place before the visit ends (eg parents informed of any incident or accident concerning a child before the visit ends).

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The school will have emergency funding available to support the Visit Leader in an emergency.

Evaluation

All visits will be evaluated by the Visit Leader with the EVC. This will include a review of the plan which contains the significant issues for the visit. A short evaluation report will be made available for the Governing Body on Evolve.

The Visit Leader is responsible for presenting a financial account for the visit which will be audited as part of the schools' procedures.